

*GUIDELINES
FOR*

PREPARATION *AND* DISTRIBUTION

OF

AGENDA PACKETS

FOR

CITY COUNCIL MEETINGS

Prepared by the

OFFICE OF THE CLERK OF COUNCIL
CITY OF HAMPTON, VIRGINIA

Revised 12/98

I N T R O D U C T I O N

The mission of the Office of the Clerk of Council is to coordinate, facilitate, and disseminate City records pertaining to policies, procedures, codes and other related materials approved by the City Council. This mission directly relates to one of the City's critical success factors, which is, "**effective communications**". Therefore, continuous efforts are being made by this office to reinforce the communication policies and procedures, to expedite the agenda preparation process, and to facilitate greater and more effective communication.

PURPOSE

The purpose of this proposal is to again emphasize the method of preparation and guidelines previously established for the preparation of Council agendas and supportive information. Agenda packets are the primary information submitted to City Council for its decision making and to the press for its newspaper articles. It is the desire of the Clerk's Office to provide condensed, but informative, agenda documents that accurately reflect the expertise of each of the departments that places an item on the agenda.

This document, which reflects management's policy, contains all procedures for developing items for placement on the agenda for City Council action. This same information is necessary whether the agenda item is for the special afternoon sessions (open or executive), the consent agenda, special presentations, reports, or public hearings.

DEADLINES FOR SUBMISSION OF AGENDA FORMS:

The City Council of the City of Hampton, Virginia, meets on the **second and fourth Wednesdays** of each month. Special afternoon meetings are held at the discretion of the City Manager, Mayor or three members of Council. The following are the deadlines for submission of items for City Council consideration. Refer to the attached calendar:

1. Requests for items to be placed on the agenda must be submitted to the Clerk of Council by telephone, e-mail, or in writing on the second and fourth Mondays. The second Monday items are for the second meeting of the month. The Fourth Monday items are for the first meeting of the next month. Items are due by 12 noon.
2. A list of proposed items for consideration by City Council will be prepared by the Clerk of Council based on the requests received. All completed Agenda Review Forms with appropriate supportive information is due to the Clerk by 12 noon on the second and fourth Fridays of each month.
3. The City Manager review of the agenda packet with completed information will be done on the first Monday for the first meeting of the month; and on the third Monday for the second meeting of the month.
4. The agenda is printed and delivered to Council and staff by 4:00 p.m. on the Wednesday preceding the week of the Council meeting.
5. Press packets are ready 8:00 a.m. the Monday preceding the Wednesday Council meeting.

Please be aware that no items will be placed on the agenda after the deadline unless approval for an exception is received from the City Manager. It will be the responsibility of the individual making the late request to obtain this approval. Otherwise, the late items will be placed on a subsequent Council agenda. Our process is designed to prevent items that have not been thoroughly reviewed from "slipping by," thereby causing an unfavorable and potentially embarrassing situation for the City Manager or City Council.

Agenda Review Forms that follow the late and exception route where the background information is not received and reviewed prior to the printing deadline, must be copied by the department that is submitting the information. Seventeen (17) copies are needed.

Because the City is a public service organization, it is understood that outside forces will, on occasion, play a significant role in preventing some departments from obtaining the necessary information for Council prior to the deadline. It will be the responsibility of the department to verify the accuracy of data submitted. However, we **do not** want the submission of late, incomplete information to become a habit, so you are urged to make all parties aware of deadlines.

Please note that the agenda is placed on the Answerline, the LanServer located in the City Manager's Office, and the Intranet by 4:30 p.m. the Friday preceding the week of the Council meeting. Departments that do not have access to any of the above may pick up agendas from the Clerk's Office, 8th Floor, City Hall; or notify the Clerk's Office and agendas will be mailed through interoffice mail.

DEPARTMENT HEADS' RESPONSIBILITY FOR POLICY COMPLIANCE

1. Department heads are responsible for reviewing documents prepared in their departments to ensure accuracy and ensure that the documents meet the intended purpose. There is a section on the Agenda Review Form that will allow you to sign off after you have reviewed. Please see Attachment 1, top right, second line, "**Reviewed By**".
2. Department heads are to ensure that other departments that have an interest in the item placed on the agenda have been properly notified and are in accord with the recommendation being presented; i.e., ordinances that should be reviewed by the City Attorney's Office, contracts that should be reviewed by Consolidated Procurement, and appropriations that should be reviewed by the Budget Office or Finance Department. There is a section on the Agenda Review Form that will allow these departments to sign off after it has been reviewed. Please see Attachment 1, top right, third line, "**Reviewed By**". You may consider using time allotted at the Executive Management Team meetings under announcements to submit items and inform those individuals of your need to coordinate efforts.

3. Department heads are asked to ensure that each agenda item packet is complete with an Agenda Review Form (See Attachments 1 and 2).
4. The item number and date in the upper left hand corner of the Agenda Review Form will be completed by the Clerk of Council's Office.
5. Department heads are encouraged not to wait until the deadline to submit agenda items. Items can be and should be submitted anytime prior to the deadline.
6. If for some reason questions on an agenda item arise after the agenda packets have been completed and it is necessary for you to provide additional information prior to the Council meeting, please submit the information on the addendum form (Attachment 3). Use the same format used for the Agenda Review Form. (Attachment 4)

FORMAT AND PREPARATION OF AGENDA REVIEW FORMS

Agenda Review Form: Attached is a new agenda review form (Attachment 1) that has been redesigned for ease of completion and to give a more professional appearance. The purpose of the Agenda Review Form is to more thoroughly provide the background needed and justification for requested actions. Therefore, it should be prepared as follows:

1. Be sure to include:
 - a. **Subject** as it appears on the agenda;
 - b. **Action Requested of Council:** what you are asking the Council to do, i.e. approve a resolution; accept a donation; request the City Manager to enter into an agreement, etc.;
 - c. **Brief Background Statement:** explain when, what and how. Give any information that will help the Council make a decision. Try to anticipate questions. Consider the fact that the reader knows nothing of the subject.
 - d. **Additional Reference Material Available:** state whatever attachments you have included; previous actions of Council, previous memorandums, reports, etc., available.

- e. **Cost Summary (If Applicable):** if no cost is involved, type "N/A", (not applicable). If a cost is involved, i.e., sale of land, grant funding, acceptance of gift, matching funding, etc., indicate that cost.
 - f. **Dates Advertised (If Applicable):** if item was not advertised, type "N/A" (not applicable). If an item was advertised, i.e., use permit, rezonings, public hearings, etc., indicate the dates advertised.
 - g. **Rezoning/Use Permit Conditions Attached:** check yes or no, whichever is applicable.
- 2. Be sure that all sub-titles are listed on the front page (Attachment 2). The spacing is left to your discretion. However, to ensure uniformity all information should be included on the front page if at all possible. In the event a second page is needed, **please use a plain 8-1/2 x 11 sheet of paper.**
 - 3. Be sure to allow at least an one inch left margin to allow binding of the agenda packet.
 - 4. There is a space available in the upper right hand corner of the Agenda Review Form to indicate who prepared and reviewed the forms, Attachments 1 and 2. The department head is to ensure that this section is completed. No form will be accepted without signed review by a **department head.**
 - 5. If there is some question as to whether earlier action has been taken on an item placed on the agenda, please feel free to call the Clerk's Office (727-6315) for assistance. If such inquiries are necessary, they must be made prior to the deadline for submitting the agenda information to the Clerk to allow adequate time for research.
 - 6. All background information, including ordinances, public hearings, backup materials, resolutions, contracts, agreements, maps, plats or any other items must be submitted on 8-1/2 x 11 stationery. State law mandates the size requirement.

To further assist you in conforming with this policy process, a calendar is available by calling 727-6315 and on the Intranet which includes Council meeting dates, and timelines for submission of agenda items. In addition, there is a two-sided, 5 X 6, laminated, quick reference card with: (1) deadlines for submission of agenda items; and (2) instructions on the preparation of an Agenda Review Form available by calling 727-6315.

Addendum to the Agenda Review Form: The addendum to the Agenda Review Form is used if additional information needs to be submitted to Council on an item on the agenda after the City Council has received their agenda packets. The same format for the agenda review form should be used for the addendum form.

(Attachments 3 and 4)

FORMS

Agenda Review Forms are available on the Intranet (Hampton Publications, City Council Documents, Agenda Review Form) on the City Manager's LanServer under the Council folder, and in the Print Shop for purchase. A package of 50 can be purchased for only \$1.50. A package of 25 Addendum forms can be purchased for only \$.75. Information will not be accepted on forms reproduced over and over in your departments. When forms are repeatedly reproduced, clarity is lost. You are required to submit original forms with background information. **Remember, the material submitted for Council's consideration is a reflection of you and your department.**

CONCLUSION

Department heads are asked to review the guidelines with **all** members of your staff and especially those who will be responsible for preparing items for the agenda. This process will ensure that deadlines are met and the guidelines are followed. Please feel free to make copies of the procedures and calendar to disseminate in your departments if you so desire.

* * *

Diana T. Hughes, CMC
Clerk of Council
December 1998

AGENDA REVIEW

ITEM NO: _____ DATE _____

PREPARED BY: _____

ITEM NO: _____ DATE _____

REVIEWED BY: _____

Second Reading (If applicable)

REVIEWED BY: _____

AGENDA REVIEW

ITEM NO: _____	DATE _____	PREPARED BY: <u>Debra J. Russell</u>
ITEM NO: _____	DATE _____	REVIEWED BY: <u>Walt Credle</u>
Second Reading (If applicable)		REVIEWED BY: <u>Leslie Beauregard</u>

SUBJECT:

Foster Grandparent Program Grant submitted by the City of Hampton to the Corporation for National and Community Service.

ACTION REQUESTED OF COUNCIL:

Adopt resolution approving participation by the City in the 1998/99 Foster Grandparent Program through the Corporation for National and Community Service.

BRIEF BACKGROUND STATEMENT:

The primary purpose of the Foster Grandparent Program is to match low income senior citizens with children with special needs. The program provides low income senior citizens with a \$2.45 (\$2.55 in January 1998) per hour stipend for four (4) hours per day, five (5) days per week of volunteer service. Foster grandparents work at various sites in Hampton, Newport News, Williamsburg, James City County and York County. They work as tutors in schools, helping children learn to read at their level. They work with children who are mentally and physically handicapped, abused, at risk and also with juvenile delinquents. They help feed or tutor children, act as mentors and just provide love and understanding.

ADDITIONAL REFERENCE MATERIAL AVAILABLE:

(Include previous actions by Council, previous memorandums, reports, etc.)

Attached 1997-98 proposal overview and resolution of approval by Council. This grant has been approved by City Council every year since 1972.

COST SUMMARY (If Applicable):

\$324,236 - Total Grant funds, which include \$265,513 in federal funds; \$38,732 in local cash funds (Hampton's share is \$17,042); \$2,033 in monetary contributions from businesses and organizations; and \$17,958 in in-kind contributions.

DATES ADVERTISED (If Applicable):

N/A

REZONING/USE PERMIT CONDITIONS ATTACHED: ___Yes___X___No

ATTACHMENT 2 -- THIS IS A SAMPLE

010-7 Rev.2

ADDENDUM

ITEM NO: _____	DATE: _____	PREPARED BY: _____
ITEM NO: _____	DATE: _____	REVIEWED BY: _____
Second Reading (If applicable)		REVIEWED BY: _____

10-10 Rev. 1

ATTACHMENT 3

ADDENDUM

ITEM NO: _____ DATE: _____

PREPARED BY: _____

ITEM NO: _____ DATE: _____

REVIEWED BY: _____

Second Reading (If applicable)

REVIEWED BY: _____

SUBJECT:

ACTION REQUESTED OF COUNCIL:

BRIEF BACKGROUND STATEMENT:

ADDITIONAL REFERENCE MATERIAL AVAILABLE:

COST SUMMARY (If Applicable):

DATES ADVERTISED (If Applicable):

REZONING/USE PERMIT CONDITIONS ATTACHED: Yes____ No____

010-10 Rev. 1

ATTACHMENT 4